

SENIOR STAFF AGENDA

'0930, Tuesday, 4 December 1962

- I Report on Harriman Mission to India - Mr. FitzGerald
- II Report on National Communications System -
- III Award to Chief, Printing Division - Col. White
- IV Comments on Virginia Income Tax Withholding - Mr. Houston
- V Comments by the Deputy Director:

25X1

A. Believe you should advise that Monday, 24 December, will be a "Sunday" type holiday, but that each Deputy will be required to insure that the proper manning of his office or organization takes place.

B. Believe you should give a statement on Christmas parties, particularly stressing the fact that these are the responsibility of unit chiefs and that, if they are held, it will be their personal responsibility to see that they are conducted with appropriate propriety and create no problems.

C. I believe you might wish to make some statement on the report to the President's Board that the Inspector General is preparing and the various meetings on it that will be held this week.

D. While there is nothing definitive we can say at the moment about the budget, I do believe it would be worthwhile to mention that the Director is holding a series of discussions not only on our budget but on the intelligence community budget.

CC: DCI  
DDCI ✓  
ExDir